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GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
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Deborah E. Story
COMMISSIONER

July 30, 2010

Name
Address
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Dear :

The purpose of this correspondence is to provide information to you regarding the 2010 Sick Leave Bank (the Bank) assessment and update you on new developments for open enrollment.

ASSESSMENT

Tennessee Code Annotated Section 8-50-906(c) and the Bank Guidelines state that the Board may assess members at any time deemed advisable. The Bank Guidelines require a one (1) day assessment of its members each October 1st for continued membership in the Bank. In order to maintain your membership in the Bank, you must honor this October 1, 2010, assessment.

The Department of Human Resources will process the assessment of current members based on sick leave balances at the end of September. Remember, the Bank members who work or who are on paid leave the major portion of September accrue one (1) day of sick leave for that month. **Please be aware if you accrue and fail to save one (1) sick leave day and miss the October 1st assessment your membership in the Bank will terminate immediately.** Therefore, you must accrue and save a minimum of one (1) sick leave day as of **September 30, 2010**, and hold one (1) sick leave day until the assessment is complete. Your October 15, 2010, Edison on-line Leave Balances and SLB Information screens will document your successful donation of one (1) day of sick leave to the Bank. You may contact your departmental human resources office should you have any questions about your leave accrual status or your membership in the Bank. In addition, you can visit our website and view the Bank Guidelines at <http://tn.gov/dohr/employees/sickleave/sickleave.html>.

Members who do not accrue a day of sick leave in September 2010 must notify the Bank Administrator and their human resources office as soon as they return to work and accrue one (1) day of sick leave. **In order to maintain membership in the Bank, you must hold that one (1) day of sick leave until you see the deduction from your sick leave balance in Edison Employee Self-Service.** In accordance with Guideline VI.1(e), the Bank considers employees who return to work and accrue one (1) day of sick leave but do not hold that day for donation to the Bank as failing to honor an assessment and as losing rights to membership in the Bank.

The last assessment cleanup run will occur in September 2010 for members who were not in leave accruing status and missed the 2009 assessment but have now returned to work and are holding a sick leave day for donation. Therefore, it is imperative that those members continue to hold that day of sick leave to honor the missed 2009 assessment as well as one (1) day of sick leave for the October 2010 assessment. Should you have questions regarding your leave balance, please contact your human resources office.

*****IMPORTANT*****

SICK LEAVE BANK ASSESSMENT OCTOBER 1, 2010

ENROLLMENT

Open enrollment for the Bank is August, September, and October. Make sure that your co-workers who are not members of the Bank know about open enrollment so they can consider the benefits of membership in the Bank. We are excited to report the development of a new enrollment process for potential members. The Bank's Information Reporting and Inquiry System (IRIS) will allow employees to enroll on-line and will provide confirmation of successful entry of their enrollment information. IRIS will be operational beginning the first of August. Please encourage your fellow co-workers to apply for enrollment in the Bank beginning August 1st by accessing IRIS from the Bank's website at <http://tn.gov/dohr/employees/sickleave/sickleave.html>.

GUIDELINES

Listed below are a few modifications to the Bank Guidelines this year:

- Guideline II.2 provides for the new on-line enrollment process.
- Guidelines II.5 and II.6 clarify the provisions of annual and special assessments and responsibilities of the Board and Bank members during an assessment.
- Guideline III.8.b now includes the provision that all medical records or information requested by the Bank or its staff must be forwarded directly to the Bank by the treating medical office or the official custodian of the medical records.

APPLYING FOR SICK LEAVE BANK GRANTS

Keep in mind when applying for grants from the Bank that you must file the initial application within two (2) weeks prior to but no later than thirty (30) workdays after the expiration of all sick, compensatory, and annual leave balances. In the event that you are physically or mentally unable to file an application, a family member or agent may file the application on your behalf. In case of an emergency, make sure your family knows you are a member of the Bank. We recommend that you keep a file with a current copy of the Bank Guidelines, the application checklist, and important papers such as insurance policies and the telephone numbers for your supervisor and your human resources office. Be sure to keep this file updated to give your family easy access to critical information. A copy of the Guidelines is enclosed for your convenience.

If you have any questions regarding the assessment process or have questions regarding the Bank Guidelines, please contact your human resources office or you may visit the Bank website at <http://tn.gov/dohr/employees/sickleave/sickleave.html>. You can find the Bank Guidelines, enrollment information, and forms at this website.

Sincerely,

SLB Board of Trustees

Enclosure

*****IMPORTANT*****

SICK LEAVE BANK ASSESSMENT OCTOBER 1, 2010